

AL.1.582

Profile and Application For Financial Assistance To Sport Associations

1985



CANADIANA
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FEB 25 1985

RECREATION AND PARKS
Recreation Development Division
8th Floor, Standard Life Centre
10405 Jasper Avenue
EDMONTON, Alberta
T5J 3N4

BY
MARCH 1st, 1985

APPLICATIONS RECEIVED AFTER THIS
DEADLINE WILL NOT BE CONSIDERED
FOR FUNDING.



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DECLARATION BY APPLICANT

This application has the approval of the provincial executive of the Association as indicated by the signatures below and is to the best of our knowledge complete and accurate in terms of the information requested and provided:

President _____
(please print) (signature) (date)

Secretary or
Treasurer _____
(please print) (signature) (date)

To whom should the cheque be sent?

Association: _____

Name: _____ Title: _____

Street: _____

City: _____ Postal Code: _____

**It is extremely important that your association read
the following before proceeding:**

INTENT OF THE PROGRAM

The Government of the Province of Alberta, through the Recreation Development Division and the Alberta Sport Council, recognizes that Provincial Sport Associations offer a wide range of sport opportunities for Albertans. Based on this vital function, the Division will provide base-level support to the associations in the areas of administration, leadership development and program development. The Alberta Sport Council, as a Crown corporation, will assist associations through enrichment funding in the technical areas of leadership development and participation development.

Before making application for financial assistance, an association must meet the following requirements:

1. Each provincial sport association must be a registered/incorporated body in accordance with Alberta Regulation 235/75 Schedule J.
2. Each provincial sport association must present a three year comprehensive development plan which covers the grant year and the two succeeding years.
3. Each provincial sport association must be recognized by the Minister of Alberta Recreation and Parks as representing individuals in Alberta participating in that sport activity.

The provision of financial assistance from the Recreation Development Division and the Alberta Sport Council, is based on the assumption that provincial sport associations are charged with the responsibility of promoting, developing and maintaining, a province-wide delivery system for their programs and services. Inherent in this, is the necessity to transfer leadership skills, technical expertise and provide accountability to members, funding agencies and the public at large.

This profile document, which each provincial sport association will complete, includes information necessary for the Recreation Development Division to determine base-level support to associations. In addition, information is requested which will allow the Alberta Sport Council to determine enrichment funding.

Input from many groups and organizations greatly assisted in development of the changes instituted in the Division's program and the new programs to be offered by the Alberta Sport Council. Continuing opportunities for input will provide the data base for initiating further adjustment as these programs are operationalized in the next year.

GLOSSARY OF TERMS

Co-sponsorship implies active participation in the organization and operation of programs, services, leadership opportunities, et cetera, in conjunction with other agencies.

Course conductors are those members of an association who conduct leadership opportunities which train program/activity leaders, coaches, etc.

Group/Club is defined as having more than 5 people registered in the same locality, who are members of the Provincial Association.

Leaders are those association members who conduct and/or assist in the operation of programs and services offered by the association, such as management, co-ordination and administrative functions.

Member is an individual (or a group of individuals) who qualifies as a member as identified in the constitution and/or bylaws of the Association.

National, Regional, and Provincial (Developmental) Training Centres is a program initiative by Provincial Sport Associations in identifying and initiating sport training centres in Alberta with the purpose of providing a comprehensive, high performance environment primarily for Alberta's top provincial, national, and international athletes.

Non-member is an individual (or a group of individuals) who utilizes the programs and services offered by an association, but is not a member as identified by the Association's constitution and/or bylaws.

Public education courses are those courses in which the objective is to promote greater understanding and awareness of the sport activity of an association.

Regions/Zones are those geographical areas of the provinces as identified in the association's constitution and/or bylaws. Representatives of the regions/zones must be actively involved in the determination of programs and policies for the provincial sport association.

Sport Outreach is a program initiative whereby Provincial Sport Associations provide sport opportunities in rural Alberta by providing qualified instructors to conduct participant clinics where interest or need has been shown.

Talent Identification is a program initiative whereby Provincial Sport Associations actively engage in the identification of athletes who display the greatest potential for excellence in their sport.

Training Camps is a program initiative by Provincial Sport Associations in co-ordinating concentrated training opportunities for athletes.

Training for High Performance Athletes is a program initiative whereby Provincial Sport Associations actively develop and implement on-going training programs for their high performance athletes.

NOTE — Please answer **all** questions

- Be as complete and accurate as possible
- In this Profile, "last year" refers to the previous calendar year, January 1 to December 31.

A. GENERAL INFORMATION

1. Registered name of your Provincial Association: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1			4

2. Incorporated under (please check one) _____ Registration Number _____

☐ Alberta Societies Act _____

☐ Other (please specify) _____

<input type="checkbox"/>
5

3. Date of Incorporation:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year				Month	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			

4. What is your Association's fiscal year?

_____ to _____
Month Month

<input type="checkbox"/>	<input type="checkbox"/>
10	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12		14	

5. Please enclose a statement of the purpose(s) of your Association.

☐ Enclosed

☐ Do not have a written statement of purpose(s)

<input type="checkbox"/>
16

6. Please enclose a copy of your Association's most current constitution and bylaws. (Please include the most recent amendments passed by your Association.)

7. Please enclose a mailing list of your Association's current executive and staff.

B. ADMINISTRATION

1. (a) Is your Provincial Association affiliated with a National Association? (Please check **one** only.)

☐ No, because there is no National counterpart.

☐ No, although there is a National counterpart.

☐ Yes.

☐
17

- (b) If yes, provide the name and address of the National Association:

Name: _____

Address: _____

Regional Development

Since financial assistance is being made available to assist in the development of province-wide programs, it is important that Provincial Sport Associations develop local and regional plans for development. This should enhance the expansion of the Association's program into all areas of the Province.

2. Which of the following statements best describes the distribution of groups and/or clubs associated with your Provincial Association? (Please include a club list and a contact person for each Club listed.)

☐ Located in 1 to 5 cities/towns/villages

☐ Located in 6 to 15 cities/towns/villages

☐ Located in 16 to 25 cities/towns/villages

☐ Located in 26 to 40 cities/towns/villages

☐ Located in 41 or more cities/towns/villages

☐
18

3. According to your constitution, into how many regions or zones is your Association subdivided? _____

☐
19

4. Membership

Please indicate the total number of registered members in your Association, as of December 31 of last year, for each of the following:

a. _____ Individuals (For those associations which register individual members, such as, Swimming, please record total number of registered individual members.)

OR

_____ Clubs and/or Organizations (For those associations which register clubs but not individual members, please record number of clubs as well as an accurate estimate of number of individuals registered within the clubs.)

_____ Individuals within your clubs

☐ ☐ ☐ ☐ ☐ ☐
20

☐ ☐ ☐
26

- b. Affiliated Organizations (Record actual number of organizations, not number of individuals registered in these organizations.)

_____ Provincial Associations and/or Federations

☐ ☐ ☐
29

_____ Municipal Recreation Boards

☐ ☐ ☐
32

_____ Other please specify (e.g., clubs, companies, etc.)

☐ ☐ ☐
35

5. What was the total number of man years worked by your paid staff in the last year? One man year is equivalent to one person working full time for one full year. (Please estimate to the nearest 1/4 man year.)

- ☐ No paid staff
- ☐ 1/4 to 1/2 man year
- ☐ 3/4 man year
- ☐ 1 to 2 man years
- ☐ More than 2 man years

☐
38

6. Which of the following statements describes your Association? (Please check **all** appropriate statements and enclose a copy of all items checked.)

- ☐ Have written job descriptions for all our Association's executive members over and above our bylaws and/or constitution
- ☐ Have written code of ethics for our executive members, leaders, and officials
- ☐ Have written job descriptions for our paid staff over and above our bylaws and/or constitution.

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7. Which of the following statements best describes your Association's last written annual report? (Please check **all** appropriate statements.)

- ☐ No written annual report
- ☐ President's report which is available to membership (please enclose a copy)
- ☐ Compilation of committee reports which is available to membership (please enclose a copy)

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42

8. Please indicate the type and number of the following applicable meetings your Association held or attended in the past year.

Type of Meetings

Number of Meetings

PROVINCIAL

Annual General Meeting _____

☐
43

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Semi-A.G.M. _____

Board Meeting _____

Executive Meeting _____

Committee (Technical, Officials) _____

Planning Meeting _____

National Meeting _____

National Meeting Hosted (in Alberta) _____

International Meeting _____

International Meeting Hosted (in Alberta) _____

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44

☐
45

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52

9. Please indicate the number of Association members who attended the various types of Executive Development seminars/courses/conferences listed below whether they were offered privately or through the Department during the past year.

Type of Course	No. of Members Attending
Marketing	_____
Time Management	_____
Budgeting	_____
Fund Raising	_____
Effective Meetings	_____
Resource Development	_____
Others (Please list below)	

☐
53

☐
54

☐
55

☐
56

☐
57

☐
58

_____	_____
_____	_____
_____	_____
_____	_____

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☐
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63

☐
65

☐
66

☐
68

☐
69

10. Which of the following statements best describes your Association?

- ☐ address changes with the change in President
- ☐ have a permanent mailing address
- ☐ have a permanent office

☐
71

C. LEADERSHIP

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The transfer of leadership and information services to groups such as the Provincial Sport Association's membership, municipal authorities and the public-at-large is an extremely important function for any organization. This is also one method which can be utilized to further promote the activities and services of a specific association. Leadership opportunities are a vital component in the development of the increasingly important volunteer within each association.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				2
				4

1. In the past year, how many of your members were actively involved in the following positions for your Association? (Please be as accurate as possible.)

_____ course instructors and/or conductors (definition page 3)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				

_____ leaders (definition page 3)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9				

_____ officials and/or coaches

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13				

2. Which of the following resource materials did your Association produce and/or make available in the last year?

Yes No

☐ ☐ Newsletter (published at least twice in the last year)

<input type="checkbox"/>
17

☐ ☐ Brochure and/or poster

<input type="checkbox"/>
18

☐ ☐ Leadership manuals (instructors, coaches, umpires)

<input type="checkbox"/>
19

☐ ☐ Regulation manuals (program standards, rule books)

<input type="checkbox"/>
20

☐ ☐ Audio-visual presentations

<input type="checkbox"/>
21

3. Which of the following statements best describes your Association's leadership training programs? (Please check **all** appropriate statements.)

☐ We have no training programs.

☐ We have training programs with progressive levels.

☐ We have standardized training programs.

<input type="checkbox"/>
22

☐ We develop training programs to meet our present needs and objectives.

4. Please indicate the level of National Coaching Certification Program as well as the type and total number of courses your Association sponsored/co-sponsored or had members attend during the past year.

Level of Course Type of Course Total Number of Courses

Theory

Technical

Practical

Level 1 _____ _____ _____ _____

Level 2 _____ _____ _____ _____

<input type="checkbox"/>
23

<input type="checkbox"/>
24

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Level 3 _____

Level 4 _____

Level 5 _____

Courses for
Course Conductors _____

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25

☐
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☐
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☐
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☐
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5. Please indicate the type and number of other Coaching Development courses your Association offered in the past year.

Type of Course

Number of Courses

Guest/Master Coach _____

Coaching Clinics _____

Seminars/Workshops _____

Other (Please list) _____

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30

☐
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32

☐
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6. Please indicate the type and number of your Association's Officials Development courses offered in the past year.

Type of Course

Number of Courses

Level 1 _____

Level 2 _____

Level 3 _____

Level 4 _____

Level 5 _____

Guest/Master Official _____

Seminars/Workshops _____

Other (Please list) _____

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43

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7. Please indicate the type and number of your Association's other leadership courses offered in the past year.

	Number of Courses
Introductory Skills Courses	_____
Pre-Certification Courses	_____
Other	_____

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D. PROGRAM

1. a) What type of competitions has your Association **sanctioned** during the past year? Please indicate the number of competitions sanctioned in each category.

Type of Competition	Number of Competitions
Zone	_____
Regional	_____
Provincial	_____

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- b) Which of the following types of **sanctioned** competitions has your Association sent participants to during the past year? Please indicate the number of competitions you have sent participants to in **each** category.

Western Canadian	_____
National	_____
International	_____

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☐

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NOTE: If included in Question 2, do not include as one of the competitions in question 1.

2. What types of sanctioned competitions, hosted by your Association, have out-of-province participants attended? Please indicate the number of sanctioned competitions for **each** category.

Type of Competition	Number of Competitions
Provincial	_____
Western Canadian	_____
National	_____
International	_____

☐

70

3. How were the programs of your Association delivered in the past year? (Please check **all** appropriate statements.)

- ☐ Through individuals.
- ☐ Through clubs and/or organizations.
- ☐ Through educational institutions.
- ☐ Through Provincial Associations and/or Federations.
- ☐ Through Municipal Recreation Boards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1			3	4
<input type="checkbox"/>				
5				
<input type="checkbox"/>				
6				
<input type="checkbox"/>				
7				
<input type="checkbox"/>				
8				
<input type="checkbox"/>				
9				

4. a) How many of your members provided volunteer work for your Association in the past year? (Please be as accurate as possible.)

_____ total number of volunteers

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10				

- b) How many of your members who provided volunteer work for your Association in the past year were formally recognized by your Association?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15				

5. Did groups in the following age categories participate, on an on-going basis, in any of the programs conducted and/or sponsored by your Association in the last year?

Yes No

- ☐ ☐ Under 12 years
- ☐ ☐ 12 - 18 years
- ☐ ☐ 19 - 25 years
- ☐ ☐ 26 - 45 years
- ☐ ☐ 46 - 55 years
- ☐ ☐ 56 - 64 years
- ☐ ☐ 65 or more years

<input type="checkbox"/>
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<input type="checkbox"/>
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<input type="checkbox"/>
22
<input type="checkbox"/>
23
<input type="checkbox"/>
24
<input type="checkbox"/>
25
<input type="checkbox"/>
26

- 6 a) Do your Association's programs serve both sexes?

Yes ☐ No ☐

- b) If yes, please give an approximate percentage breakdown of participants.

Male _____% Female _____%

<input type="checkbox"/>	<input type="checkbox"/>
27	
<input type="checkbox"/>	<input type="checkbox"/>
28	
<input type="checkbox"/>	<input type="checkbox"/>
30	

7. Did your Association have a Talent Identification Program last year?

☐ No

☐ Yes Please describe and/or indicate the reference page in your Association's three year Development Plan.

☐
32

8. Did your Association participate in a Sport Outreach Program last year?

☐ No

☐ Yes Please describe your program and indicate the number of programs offered and/or indicate reference page in your Association's three year Development Plan.

☐
33

9. Did your Association host or co-host any training camps this past year?

☐ No

☐ Yes Please indicate number of camps _____

☐
34

☐ ☐
35

10. Did your Association sponsor or co-sponsor a training centre for athletes in Alberta?

☐ No

☐ Yes Please describe this program and indicate the location of the centre(s) and/or indicate the reference page in your Association's three year Development Plan.

☐
37

11. Did your Association have a specific training program for high performance athletes?

☐ No

☐ Yes Please describe and/or indicate the reference page in your Association's three year Development Plan.

☐
38

12 a) Does your Association have a national or international ranking system?

☐ No

☐ Yes

b) If yes, please indicate the current ranking of the athlete(s)/team(s) of your association.

National		International	
Team/Individual	Ranking	Team/Individual	Ranking
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

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62

13. Was your Association involved in any innovative project at the Provincial level in the last year? An innovative project is a program outside of your regular programs.

☐ No

☐ Yes Please describe and/or indicate the reference page in your Association's three year Development Plan.

☐
64

14. Did your Association operate any general promotional/public education programs in the last year?

☐ No

☐ Yes Please describe and/or indicate the reference page in your Association's three year Development Plan.

☐
65

15. Please use this space to add any further comments or concerns your Association would like to bring to our attention. If further space is required please attach another sheet.



E. THREE YEAR DEVELOPMENT PLAN

A comprehensive development plan should consider all aspects of the Association's operation. This would include all administrative, leadership and program functions. Planning is a process which is necessary and fundamental for any organization to function efficiently and effectively. An organization will function more efficiently if it knows what its goals are and what is required to achieve them. Planning allows an organization to effectively carry out its day to day activities as well as look beyond the present in order to develop new directions for the future.

Please enclose the Three Year Development Plan (including budget projections) for your Association covering the period from January 1985 to December 1987. Be sure to include all current information. Please note, a good Three Year Development Plan should contain the following items:

- a) Who participated in its development.
- b) Statement on the achievements of the previous year and a note as to whether or not they were in line with projections made in the past year's Development Plan. Please be specific when outlining your Association's achievements in each of the three areas: leadership, administration, and programs. This should include a comparison of your past year's budget projections, and actual expenditures.
- c) Mission statement (purpose of your Association).
- d) Your Association's major goals, objectives, and budget projections in the areas of:
 - i) Leadership
 - ii) Administration
 - iii) Programs
 for the next three years (1985 to 1987).
- e) Complete budget for your Association which should be drawn from the figures outlined in the Development Plan.

The Department's assessment of the three year plan attempts to determine the development of each association by considering association goals, objectives, action plans and budget projections for the upcoming three years. Emphasis will be placed on the Association assessment of its past year's accomplishments and the reality of its future plans. In the development of a comprehensive plan, Associations should include specific details concerning program activity dates, locations and individuals responsible. This information will provide the Association with detailed guidelines for the upcoming year.

Specifically, the Three year Development Plan will be assessed as follows:

- a) The process (member participation) of its development.
- b) The degree to which the Association was able to accomplish/complete major goals and objectives and adhere to budget projections as outlined in the last year's Development Plan (past performance).
- c) The capability of the Association to undertake and complete the projects outlined in the three year development (its reality).
- d) The presentation - clarity, neatness, and continuity.
- e) Completeness of the projected budget.

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ALBERTA SPORT COUNCIL

GENERAL REQUEST

FOR

PROGRAM FUNDING

(APPLICATION)

The following application (General Request for Program Funding) is provided by the Alberta Sport Council. This application is to be completed and returned, along with the other requested information in this booklet to the Recreation Development Division, not later than March 1, 1985.

The Alberta Sport Council will process this application according to the following schedule:

- | | |
|----------------------------|---|
| March 1, 1985 | <ul style="list-style-type: none">• final date for submitting the "General Request for Program Funding" application. |
| March 1 to March 22 | <ul style="list-style-type: none">• "General Request for Program Funding" applications are forwarded from the Recreation Development Division to the Alberta Sport Council. |
| March 22 to March 31 | <ul style="list-style-type: none">• Alberta Sport Council in conjunction with the Provincial Liaison Consultant will assess the "General Request for Program Funding" application. |
| April 1 to April 7 | <ul style="list-style-type: none">• Alberta Sport Council will forward a covering letter to the provincial association indicating the level of funding that will be received for each of the programs requested for 1985-86.• specific applications for each program requested will also be forwarded with this covering letter. |
| April, 1985 to March, 1986 | <ul style="list-style-type: none">• implementation of programs.• cheques forwarded on a quarterly bases (April 3rd. week, July, October, January) to the provincial associations. |



ALBERTA SPORT COUNCIL

GENERAL REQUEST FOR PROGRAM FUNDING (1985/86)
(PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION)

I. ASSOCIATION INFORMATION (Please Print or Type)

Name: _____

Mailing Address: _____

Postal Code: _____

Telephone: _____

Provincial Consultant: _____

For Clarification Regarding The Associations Application

Contact: _____

Telephone: Bus: _____ Res: _____

To Whom Should the Cheque be Sent in Care of?

Name: _____

Mailing Address: _____

Postal Code: _____

Telephone: Bus: _____ Res: _____

This application has the approval of the Provincial Association

President: _____ Date: _____
(Signature)

(Signature)

Secretary Treasurer: _____ Date: _____
(Signature)

(Signature)

FOR SPORT COUNCIL USE ONLY

II. PROGRAMS	Requested	Approved
Talent Identification		
Training High Performers		
Athlete Development (AADP)		
Western Canadian Championships		
Canadian Championships		
Training Centres (Nat./Reg./Prov.)		
Hire Professional Technical Staff		
Master Coach and Official		
Innovative Projects (Provincial)		
N.C.C.P.		
Coaching Clinics		
Officials Clinics		
Sport Outreach		
Total		

Signature _____

Date _____

Programs (with funding) Available to Associations Clubs/Communities	Please Priorize Your Programs	Total Programs Planned for 1985-86	Funding from Sport Council					Total Funds Requested from Sport Council	Other Sources of Funding	Total Cost of Project	Funds Approved by Sport Council
			Travel	Meals	Accomm.	Honoraria	Other				
Example Coaching Clinics	3	4	\$625.	\$210	\$275	\$350.		\$1,460	\$640	\$2,100	
Talent Identification											
Training High Perform. Athletes											
Alberta Athlete Dev. Prog. (AADP)											
Western Canadian Championships											
Canadian Championships											
National, Regional & Provincial Development Training Centres											
Hiring Professional Tech Staff											
Master Coach and Official											
Innovative Projects (Provincial)											
National Coaching Cert. (NCCP)											
Coaching Clinics											
Officials Clinics											
Sport Outreach											
Total											

Please indicate the **TOTAL Funds Requested for Each of the Quarters Indicated Below**

Completed by Sport Council ▲

1st Quarter (1985) April, May, June	2nd Quarter (1985) July, Aug., Sept.	3rd Quarter (1985) Oct., Nov., Dec.	4th Quarter (1986) Jan., Feb., March



ASSOCIATION PROFILE

FINANCIAL STATEMENT:

The financial statement attached is for your use.

Your Association may choose to have an outside audit done by an accountant, or have two individuals other than the treasurer of your Association appointed for this task. Please note, their original signatures must appear on this statement.

If your Association's financial statement takes a different form from this one, would you please make sure that Schedules 1, 2, and 3 are completed. These schedules provide a comprehensive breakdown of expenditures and are a necessary part of your financial statement. The information provided on Schedules 1, 2, and 3 is to be taken off your current financial statements and should match the expenditures indicated on your financial statement.

Should the Minister question any information, the Department may ask for additional data to support your statement. Therefore, please retain all your records.

Please note: In regards to schedules 4 thru 9, if your Association did not receive one of these grants please disregard these schedules.

FINANCIAL STATEMENT 19 _____

NAME OF ASSOCIATION _____

SIGNATURE: _____

TITLE: _____

SIGNATURE: _____

TITLE: _____

PROFILE FINANCIAL STATEMENT 19

REVENUE:

Recreation and Parks Annual Grant:

Administration	\$
Leadership	\$
Programs	\$
Projects (additional 25%)	\$

Other Government Grants:

Special Grant	\$
Hosting Grant	\$
Alberta Athlete Development Grant	\$
Alberta Team Training and Selection Grant	\$
Grant Assistance for Special Groups	\$
Alberta Sport Council Grants	\$
.....	\$
.....	\$

Donations:	\$
Fund Raising Projects (Net Proceeds Only)	\$
Membership Fees	\$
Program Fees	\$
Course Fees	\$
Sales and Rentals	\$
Other:	

.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

Total Revenue: \$

EXPENSES:

Administration (Schedule 1)	\$
Leadership (Schedule 2)	\$
Program Development (Schedule 3)	\$
Special Grant (Schedule 4)	\$
Hosting Grant (Schedule 5)	\$
Alberta Athlete Development Grant (Schedule 6)	\$
Alberta Team Training and Selection Grant (Schedule 7)	\$
Grant Assistance for Special Groups (Schedule 8)	\$
..... (Schedule 9)	\$

Total Expenses: \$

Excess of Revenue over Expenses: \$

SCHEDULE I

EXPENDITURES:

AMOUNT OF ALBERTA RECREATION AND PARKS

19____ Administration Grant \$ _____

1) ADMINISTRATION

The following expenses can be included under this category:

- a) Payment of salaries, wages and subsistence allowances to staff.
- b) Payment of office expenses, i.e., rental of office, purchase of office supplies.
- c) Advertising the programs of the association.
- d) Sending executives and staff to conventions, meetings and similar events

CODE ITEM

150	Wages, Clerical Staff	\$ _____
155	Expenses, Clerical Staff	\$ _____
160	Advertising	\$ _____
165	Rent of Office Space	\$ _____
170	Office supplies	\$ _____
175	Travel Expenses, Staff and Executives	\$ _____
180	Liabilities (Specify) _____	\$ _____
199	Other Administration Costs:	
Item _____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL:		\$ _____

SCHEDULE 2

EXPENDITURES:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ LEADERSHIP GRANT \$ _____

2) LEADERSHIP

The following expenses may be included in this category:

- a) To stage courses and similar events designed to train and develop leaders.
- b) To develop and design resource materials to be used in promoting and developing the activity of Provincial Associations.

CODE ITEM

350 Instructor's Honararia \$ _____

360 Instructor's Expenses \$ _____

365 Building Rental \$ _____

370 Equipment Rental \$ _____

380 Resource Supplies \$ _____

385 Candidate Expense \$ _____

390 Preparation of Resource Material \$ _____

399 Other Leadership Expenses:

Item _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

SCHEDULE 3

EXPENDITURES:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ PROGRAMS GRANT \$_____

3) PROGRAMS

The following expenses can be included under this category:

- a) Payment of expenses in sending individuals and teams to represent Alberta or Canada in the sport activity of the Association.
- b) Payment of expenses for staging championships, competitions or conferences.
- c) Purchase or renting equipment or facilities.
- d) For research, preparation of publications.
- e) Cost of hiring technical staff.
- f) Cost of training participants in the program.

CODE ITEM

250	Travel of Participants	\$ _____
260	Staging Competitions/Conferences	\$ _____
270	Building Rental	\$ _____
280	Equipment Purchase	\$ _____
290	Technical Staff Wages	\$ _____
295	Training Costs	\$ _____
299	Other Program Costs:	

Item		\$ _____
		\$ _____
		\$ _____
		\$ _____

TOTAL: \$ _____

SCHEDULE 4
(Special Grant)

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ SPECIAL GRANTS \$ _____

REVENUE:

SPECIAL GRANT \$ _____

other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REVENUES: \$ _____

EXPENSES:

Items:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES: \$ _____

TOTAL REVENUE OVER EXPENSES: \$ _____

SCHEDULE 5
(Hosting Grant)

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ HOSTING GRANT \$ _____

REVENUE:

HOSTING GRANT \$ _____

other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REVENUES: \$ _____

EXPENSES:

Items:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES: \$ _____

TOTAL REVENUE OVER EXPENSES: \$ _____

SCHEDULE 6
(Alberta Athlete Development Grant)

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ A.A.D.P. GRANT \$ _____
(ALBERTA ATHLETE DEVELOPMENT GRANT)

REVENUE:

ALBERTA ATHLETE DEVELOPMENT GRANT \$ _____

other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REVENUES: \$ _____

EXPENSES:

Items:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES: \$ _____

TOTAL REVENUE OVER EXPENSES: \$ _____

SCHEDULE 7
(Alberta Team Training and Selection Grant)

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ A.T.T.S. GRANT \$ _____
(ALBERTA TEAM TRAINING AND SELECTION GRANT)

REVENUE:

ALBERTA TEAM TRAINING AND SELECTION GRANT \$ _____

other:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REVENUES: \$ _____

EXPENSES:

Items:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

TOTAL REVENUE OVER EXPENSES: \$ _____

SCHEDULE 8
(Grant Assistance for Special Groups)

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ SPECIAL GROUPS GRANT \$ _____
(GRANT ASSISTANCE FOR SPECIAL GROUPS)

REVENUE:

GRANT ASSISTANCE FOR SPECIAL GROUPS

\$ _____

other:

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL REVENUES:

\$ _____

EXPENSES:

Items:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL EXPENSES:

\$ _____

TOTAL REVENUE OVER EXPENSES:

\$ _____

SCHEDULE 9

EXPENDITURE:

AMOUNT OF ALBERTA RECREATION AND PARKS
19____ GRANT \$ _____

REVENUE:

\$ _____

other:

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL REVENUES:

\$ _____

EXPENSES:

Items:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL EXPENSES:

\$ _____

TOTAL REVENUE OVER EXPENSES:

\$ _____

